



Administrative Assistant, amended 3/20/18

Full-Time | \$37-\$40K | 7551 Metro Center Drive, Suite 100, Austin, TX 78744

The administrative assistant performs an array of technical and program support work. This position reports directly to the Public Counsel for the Office of Injured Employee Counsel (OIEC). OIEC is the state agency that can assist injured employees with their workers' compensation claims. Our mission is to assist, educate, and advocate on behalf of the injured employees of Texas. We are looking for someone who knows how to prioritize and organize work and see projects through to completion. Must be positive, detail oriented, impartial and maintain confidentiality. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

This position

- provides administrative and technical assistance to executive staff and ensures workflow is running smoothly;
- keeps executives well informed of upcoming commitments and responsibilities, follows up appropriately;
- upholds a high level of confidentiality;
- maintains and updates calendars by coordinating and scheduling meetings;
- prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures;
- arranges travel plans, itineraries, meetings and agendas;
- answers calls and greet guests; screen calls and visitors, takes messages, routes to appropriate staff and responds appropriately to inquiries;
- coordinates facility information and handles issues;
- prepares, reviews and disseminates agency reports;
- coordinates communication with legislative support staff;
- submits technical requests to IT department;
- assists with organizing agency activities; and
- assists with special projects.

Attendance and work hours

Unless specifically and expressly stated otherwise, regular attendance is an essential function of every OIEC job.

Work Hours: Monday – Friday 8:00 am – 5:00 pm

Required knowledge

- very proficient in Microsoft Word, Excel and Outlook.

Required skills

- [attention to detail](#);
- handling and solving problems;
- providing excellent customer service; and
- expert level written and verbal communications skills.

JOB DETAILS

Job Posting #18-176

Title

Administrative Assistant

Class Title

Administrative Assistant III

Location

7551 Metro Center Drive, Suite 100
Austin, TX 78744

Salary

\$37,000.00 – 40,000.00/year
(\$3,083.34 - \$3,333.34/month)

Travel

10%

Open Date

3/15/2018

Application Deadline

until filled

Status

Internal/External

Pay Group

B17

MOS Codes

92, LS, 641X, 018, 0100, 0111, 3A1X1

Required ability to

- be adaptable to various competing demands;
- maintain confidentiality;
- remain impartial in the office;
- continually display a positive attitude;
- manage and coordinate multiple tasks and priorities in order to meet deadlines;
- communicate effectively both verbally and in writing including active listening skills; and
- ability to work with all levels of the organization requiring very strong interpersonal skills.

Qualifications

Graduation from high school or equivalent.

Additionally, this position requires:

- eighteen months experience providing administrative support to a manager.

Additionally, this position prefers:

- legislative experience;
- experience making travel arrangements;
- experience in the insurance industry; and
- bilingual in English and Spanish language skills (oral and written).

How to apply

Complete the State of Texas Application. Submit your application or questions to jobs@oiec.texas.gov. Visit www.oiec.texas.gov/contact/jobs.html for more information.

To receive VETERAN'S PREFERENCE

Applicants must provide at least one of the following documents with their State of Texas Application:

- a copy of the DD 214, member #4;
- a statement of compensation from the Veterans Benefits Administration; **OR**
- a copy of the DD 1300

Military Crosswalk

- Applicable Military Occupational Specialty (MOS) codes are included, but not limited to the following:
92, LS, 641X, 018, 0100, 0111, 3A1X1
- Additional Military Crosswalk information can be accessed at:
http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

OIEC will conduct a criminal background check on all final candidates. An applicant who has been convicted of a criminal offense relevant to the position may be disqualified from employment.

The Office of Injured Employee Counsel does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or in the provision of services. Any request for reasonable accommodation needed during the application process should be communicated by the applicant to OIEC staff.